

TOWN OF COLUMBIA
Assessor's Office
323 Route 87, Columbia, CT 06237
Phone: (860) 228-9555 Fax: (860) 228-2335

PETITION FOR MOTOR VEHICLE TAX CREDIT

Grand List of October 1, ____ List Number on Bill _____ Date Disposed of _____
Year: ____ Make: _____ Model: _____ Reg #: _____

*****PLEASE NOTE: THE CONNECTICUT MOTOR VEHICLE DEPARTMENT DOES NOT NOTIFY THE ASSESSOR'S OFFICE THAT YOU ARE ENTITLED TO A MOTOR VEHICLE TAX CREDIT.*****

In order for the Assessor's Office to remove or pro-rate a motor vehicle from the Grand List, the first thing we need to know is whether or not the registration was cancelled (license plates turned in to DMV). If the registration ***was not cancelled***, but rather ***transferred*** to another vehicle, you will receive a supplemental motor vehicle tax bill (in December/January), which will include a reduction in the tax through a credit. NOTHING further needs to be done in order to remove the original vehicle from our tax rolls.

If the ***registration was cancelled***, then we will need a copy of either the cancellation form from DMV or from the DMV online service. Because the motor vehicle tax is a CAR tax not a road tax – we will **also need one of the following:**

TWO TYPES OF PROOF REQUIRED

1. **PLATE RECEIPT** from DMV indicating that registration has been CANCELED, LOST, OR STOLEN.
2. **AND ONE OF THE FOLLOWING:**
 - a. If the vehicle was **SOLD** we need a copy of the bill of sale.
 - b. A copy of the **Transfer of Title** – front & back – of the Connecticut Certificate of Title with **new owner** information
 - c. If the vehicle was **registered out-of-state** – we need a copy of the new state's registration **and** a copy of your **new driver's license** from your new state (proof of residency)
 - d. If the vehicle was **stolen** – we need a statement from your insurance company indicating that the vehicle was stolen and **NOT RECOVERED**. This must list the date of loss and full description of the vehicle.
 - e. If the vehicle was **totaled** – we need a statement from your insurance company indicating that the vehicle was totaled and taken in salvage. This must list the date of loss and full description of the vehicle.
 - f. If the vehicle was junked – we need written verification from the junk dealer including acquisition date and vehicle description (VIN).
 - g. If the vehicle was traded – we need a copy of purchase agreement identifying the trade-in vehicle.
 - h. If the vehicle was donated – we need a copy of letter from organization.

All information must be **DATED** and have the **VEHICLE ID NUMBER (VIN)** on all documentation.